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AUG 2 6 2016

IMHW-ZA

MEMORANDUM FOR All US Army Garrison-Hawaii (USAG-HI) Directorates, Special Staff Offices and Management

Subject: Policy Memorandum USAG-HI-36, Policies and Procedures for Internal Garrison Training (IGT) and the Volunteer Instructor Program (VIP)

1. References.

    a. Army Regulation (AR) 350-1, 4 Aug 11.

    b. AR 690-950, 31 Dec 01.

    c. DoDI 1400.25-v410, 25 Sep 13.

    d. AR 690-400, 16 Oct 98.

2. Purpose. To outline the policies, practices and administrative procedures that relate to internal training and development activities for employees of USAG-HI. The proponents for this policy are the USAG-HI Directors and Special Staff Office Chiefs.

3. General. Our employees are the key to providing excellent service to our USAG-HI Soldiers Family members, Civilians and guests. To support their efforts, the Garrison understands the need to provide continuous training programs, as well as provide professional and personal development opportunities for its employees. Where possible, the Garrison will offer internal training programs taught by Garrison employees proficient in the subject matter. Because our workforce's specific training needs may be quite diverse, external trainers and other development opportunities may need to be utilized. Internal training may include such trainings as Microsoft computer programs, technical skills, life skills, self-assessments, or training programs designed to enhance a specific skill set.

4. Policy. All supervisors are to support training programs to improve job performance and career management of their employees in their present position and to increase the readiness of those employees to assume broader responsibilities to meet the Garrison's vision and mission.

    a. Individual training and development activities should be determined between the employee and their supervisor. Oversight and coordination of internal training programs and developmental activities will reside with Workforce Development that will provide

quality improvement and individual and organizational development initiatives. Training point of contacts (POCs) will retain a centralized record of all internal training.

b. Employees who register for a course that takes place during normal working hours must have the approval of their supervisor to be away from their regular job duties. If approval is given, the employee then has the responsibility to attend training and participate as they would on their job.

5. Procedures. Internal training will be announced by email to directors, deputy directors, special staff officers, and Garrison training POCs for distribution. Registration, cancellation, rescheduling of training are to be done with the POC identified in the announcement. Training announcements will be available on the Workforce Development SharePoint training calendar. Participants are to sign-in on the sign-in sheet provided by the trainer at the start of the course. The Self-Assessment, Training Evaluation, and Learning Assessment Tool (STL) are to be completed at the end of the training and turned in to the trainer. If a certificate of completion is given, participants may choose to submit a copy of their certificate to their training POC for entry in the Garrison training tracker.

6. Responsibilities.

a. Supervisors are responsible for the following:

(1) Working with their employees to identify specific training and development needs. Initiate an Individual Development Plan (IDP) for the first, second and third out to the tenth year be discussed with each employee on a regular basis, particularly new employees entering their work group. It is the responsibility of the supervisor and employee to ensure that progress toward the employee's performance plan and results are regularly evaluated and that the employee attains desired skills and knowledge to do his or her job.

(2) Supporting employee development efforts and maximizing the efficient use of the Garrison resources to help meet technical and developmental needs. Supervisors are also responsible for final approval of internal and external training requests.

b. Volunteer Instructors are responsible for the following:

(1) VIP instructors will obtain approval for their participation from their respective supervisor.

(2) Providing a course announcement by email for distribution at least four weeks from start of course to the Workforce Development Office (WFD). The announcement will include: title of course, dates, location, hours earned, length of course (start and end time), materials, prerequisites (if any), POC, trainer's name and background of trainer, description of the course and what the participants will learn.

(3) Notifying WFD if there are any changes to the course (e.g., schedule, location, etc.)

(4) Providing WFD a list of attendees NLT three days prior to the start of the course. (The attendees list will include title of course, dates, hours earned and email addresses.)

(5) Conducting registration, and notifying participants of cancellations, rescheduling of training, changes to training locations, etc., as necessary.

(6) Adding training announcements to the WFD SharePoint training calendar. (Contact WFD if you need permission to edit).

(7) Completing the middle portion (#2) of the STL and having students rate the training and hand in the STL prior to leaving class.

(8) Being well prepared and experienced in the subject to be taught and professional at all times.

(9) VIPs will dress professionally and appropriately.

(10) Providing WFD Annex A - Lesson Plan for USAG-HI Internally Generated Training and Volunteer Instructor Program to WFD three weeks prior to start of course.

(11) Having participants sign-in on a Directorate-specific sign-in sheet (Annex B). Participants are to PRINT First, Last Name, phone number, and email address.

(12) Ensuring all participants are given an IGT STL critique sheet and the critique sheets are completed and turned in prior to leaving class. Submitting all completed critique sheets and class roster to WFD NLT two days after course completion. These items may be placed in an envelope and labeled WFD (MS 412) and put in the DHR box in the Garrison mailroom or scanned and emailed to Jocelyn.k.changchuck.civ@mail.mil.

(13) Providing participants with a certificate that is less than eight hours (optional).

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    c. WFD is responsible for the following:

        (1) Managing and overseeing the IGT and VIP programs.

        (2) Auditing courses or having a representative audit and provide feedback to VIPs to gain insights for follow-on or future training.

        (3) Assessing presentations and training and providing training opportunities and activities to address the needs of USAG-HI employees.

        (4) Being available to provide orientation and training tips to first-time presenters.

        (5) Maintaining lesson plans in WFD library and on SharePoint for future use.

        (6) Managing the WFD SharePoint calendar (but will not be responsible for additions or changes to the calendar).

        (7) Providing employees with a certificate upon receipt of sign-in roster and critiques for training that is eight hours or longer.

7. This policy memorandum supersedes policy memorandum USAG-HI-7, SAB, dated 14 Nov 14, and remains in effect until rescinded or superseded in writing.

8. The Point of Contact for this policy memo is Workforce Development Program Manager at 655-0107.

STEPHEN E. DAWSON
COL, SC
Commanding

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